



**58th Annual
Gas Compressor Institute
Seward County Event Center Liberal, KS
April 20th and 21st, 2010**

EXHIBITOR REGISTRATION INFORMATION

• **SET UP/TEAR DOWN INFORMATION**

- Exhibitor set-up will begin on the 19th of April, at 8:00 a.m., extending until 8:00 p.m. for your convenience.
- Booth tear down will begin at 1:30 pm., April 21st, immediately following the exhibitor cash drawings (3-\$100.00 prizes) at 1:15 p.m. in the south lobby area of the Event Center (must be present to win).

• **BOOTH RESERVATION, COST, AND CONFIRMATION INFORMATION**

- Booth reservations are taken on a first-come, first serve basis, and cannot be taken by phone or from the website. Please fax or mail your application. **Applications will not be accepted before January 20th, 2010. Any application received before the 20th will be returned.**
- Booth space is limited to two (2) booths per company. The charge for a single booth is \$175.00. The second booth charge is \$200.00. Please check the Event Center map for specific booth size. Outside exhibit space is located in the south parking lot of the Seward County Event Center. These booths will be provided on a first-come, first-serve basis. Cost for an outside exhibit space is \$100.00 per space. The booths are 25' x 40'.
- **Booth confirmation is the receipt from the Business and Industry office.** Receipts will be sent to the individual completing the application or the payment provider. **Application confirmation may also be obtained by calling 800-373-9951 x1171. It is recommended to confirm booth applications.**

• **ELECTRICAL POWER REQUIREMENTS**

- Electrical power will be available in all inside locations but booths requiring more amps may need to be strategically placed in the activity center to allow sufficient power. **PLEASE NOTE ON THE BOOTH APPLICATION.**

• **FREIGHT AND EQUIPMENT DIMENSIONS**

- All freight must be shipped through Just 4 U Services. Please see the enclosed form for all shipping directions. A fork lift (5,000 pound) will be available at the Event Center on April 19th and 21st. **PLEASE NOTE EQUIPMENT SIZE ON THE APPLICATION (SEE TERMS & CONDITIONS FOR SIZE NOTIFICATION).**
- **No freight will be accepted at the Seward County Event Center.**

• **CONFERENCE INFORMATION**

Wireless internet is available in the Event Center.

Monday, April 19th, the 7th Annual Breeze Master Golf tournament will be held at Willow Tree Golf Course from 10:00 a.m. – 2:00 p.m. For registration and additional information please check the website www.liberalgasinstitute.com.

Tuesday, April 20th, the Exhibit Hall will open at 7:00 a.m. Lunch will be served in the Armory (see map for location) from 11:30 a.m. until 1:00 p.m. The Keynote address will be located in the Armory during lunch. On Tuesday afternoon from 4:00-5:30 pm, exhibit viewing will be extended to the general public. Special drawings will be held during this time. Exhibitors are encouraged to have booth give-away drawings at this time.

Wednesday, April 21st, the Exhibit hall will open at 8:00 a.m., and a complimentary lunch will be served in the Event Center from 11:30 am – 1:00 pm. Booth give-away drawings are also encouraged during this time.